## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1614

Page 1 of 2

Agency

Department of Public Safety and Correctional Services

Division/Unit

Division of Pretrial Detention and Services

	Detention and		
Item	Description	Retention	
No.	·		
·	MEDICAL AND MENTAL HEALTH AREA		
1.	INMATE MEDICAL AND MENTAL HEALTH RECORDS This series includes all the medical and mental health forms, reports and other materials containing inmate medical information, inmate grievance commission, emergency treatment (after regular hours), nurse treatment plan, physician assistant sick call.	released, then send to State Records Ce to retain for eleve (11) years, then destroy. For minors	s
	A. Completed medical intake forms. B. Specialty clinic referrals with	retain for three (3 after inmate is rel then send to State	ased
•	documented follow-up. C. Progress notes.	Center to retain for seventeen (17) year	H
	D. Physician order sheets. E. Sick call requests. F. Continuity of care forms. G. Laboratory findings.	then destroy.	
	<ul><li>H. Radiology reports.</li><li>I. Inpatient and outpatient documentation from off site hospitals.</li></ul>		
	J. Infirmary reports. K. Diagnostic test reports. L. Psychiatric records.		
	<ul><li>M. Dental records.</li><li>N. Optometry records.</li><li>O. Dietary physicals.</li></ul>		
	P. Special diet requests. Q. Medical waivers or refusals. R. Excuses from work.		
,	<ul><li>S. Security requests.</li><li>T. Legal correspondence.</li><li>U. Miscellaneous correspondence.</li><li>V. Receipts for medical equipment/prothesis.</li></ul>		
	W. Accident/injury reports.  X. Medical alert forms.  Y. Consent forms.		
Schedul	e Approved by Department, Schedule Authorized by State	Archivist	
Agency, or Divisi	on Representative. Date 5/3/94		-
Date Signatur Typed N	eth 1994  Signature Shown	ly	-
Title Spe	cial Assistant to the Commissioner		
)GS 550.	1 (Rev. 1/93)		

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. 1614

Page of 2

Agency

Division/Unit

		vision of Pretrial ention and Services
Item No.	Description	Retention
2.	MISCELLANEOUS DOCUMENTATION	
·	A. Quality assurance documentation B. Infectious disease reports. C. Contractual agreements. D. Statistical reports.	Retain for three (3 years, then send to State Records Center for eleven (11) year then destroy.
3.	GENERAL CORRESPONDENCE	Screen annually and destroy that
	Subject arrangement of original incomin letters, copies of outgoing letters, memoranda, studies, reports, directives policies, and other materials related t	material no longer needed for current business.
,	the administration of the agency.	Directives, policies and other material
		related to the planning and policy that illustrate the development of the
		agency retain permanently for eventual periodic transfer to the State Archives.
		Digital will be seen to see the second
		44.44.4

DGS 550-1A (Rev. 1/93)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page Of				
Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z	a Division	2 11117				
DEPARTMENT/AGENCY Lartment of Public Safety and Correctional Services	2 DIVISION Division of Pretrial Detention and Services	Baltimore City Detention Center				
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR				
MEDICAL AND MENTAL HEALTH AREA		<u>1991</u> TO				
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)						
Inmate Medical and Mental Health	Dogovda					
Inmate Medical and Mental Health	Records					
		·				
	•	·				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME				
X6 Letter Size ☐ Microfilm	☼ Alphabetical	Xb File Drawer(s) □ Microfilm Reel (s)				
		□ Computer Tape (s)				
□ Legal Size □ Computer Tape	Numerical	12 Other (Specify)				
□ Bound Book □ Floppy Disk	□ Chronological	Number				
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION Xo File Drawer (s)				
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)				
	·	□ Other (Specify)				
		5 Number				
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER					
Xo Daily □ Weekly □ Monthly	14 years   20 years (Minors)	Month(s) 🎾 Year(s)				
,	Number	A				
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)				
Medical Department Baltimore City Detention Center	□ Yes	Xa No				
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS					
Xb yes <u>Federal Privacy</u> & Security Act	□ None 💥 State □ F	Federal   Independent:				
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION						
describe any hardware/software)  Retain for 3 years after inmate is released, then send to  State Records Center for 11 years, then destroy. Minors						
□ Yes X No		ears, then destroy. Minors or for 17 years, then destroy,				
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE				
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	Masz 9 1004				

DGS 550-4 (Revised 1/93) Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550.1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of		
DEPARTMENT/AGENCY Department of Public Safety Correctional Services	2. DIMSION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center		
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE	·	5. EARLIEST YEAR / LATETEST YEAR		
MEDICAL AND MENTAL HEALTH AREA		1991_10		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)				
MISCELLANEOUS DOCUMENTATION				
A. Quality Assurance Documentation B. Infectious Disease Reports C. Contractual Agreements D. Statistical Reports	on ·	·		
en emperator de la composition della composition		•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
X5 Letter Size □ Microfilm	★ Alphabetical	X File Drawer(s)  Microfilm Reel (s)		
(** <del>)</del> ,	·	Computer Tape (s)  Other (Specify)		
Legal Size   Computer Tape	☐ Numerical	12		
Bound Book D Floppy Disk	□ Chronological	Number		
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION  35 File Drawer (s)		
Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s)		
		Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Xo Daily 🗆 Weekly 🗆 Monthly	Number	Month(s) 💆 Year(s)		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)		
Medical Department Baltimore City Detention Center	□ Yes	Ø No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
Ж yes <u>Federal Privacy</u> & Geomerity Act	□ None X6 State □	Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  □ Yes    □ Yes   CX No	18. RECOMMENDED RETENTION  Retain for 3 years, then set 11 years, then destroy.	nd to State Records Center for		
II years, then destroy.				
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE		
GS 5504 (Revised 1/93)				
Figure 1	50 E21 25 - 75 P			
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED REGORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
DEPARTMENT/AGENCY Department of Public Safety	2. DIVISION Division of Pretrial	3. UNIT Baltimore City Detention
Correctional Services	Detention and Services	Center
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
MEDICAL AND MENTAL HEALTH AREA		<u>1991</u> το
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
General Correspondence		
	·	
	\	·
	· ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME Xb File Drawer(s)
⅓ Letter Size ☐ Microfilm		☐ Microfilm Reel (s)
C Legal Size C Computer Tape	Numerical	Computer Tape (s)  Other (Specify)
Bound Book	D Chronological	Number
		10. ANNUAL ACCUMULATION
·	☐ Geographical	Xo File Drawer (s)
□ Other (Specify)	Other (Specify)	Microfilm Reel (s)     Computer Tape(s)
	·	2 Other (Specify)
· · · · · · · · · · · · · · · · · · ·		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Xo Daily 🗆 Weekly 🗆 Monthly	Number	Month(s) Xo Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Medical Department Baltimore City Detention Center	U Yes	čX No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
X <sub>1</sub> Yes <u>Federal Privacy</u> & Security Act	□ None X5 State □	Federal   Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	that matorial no lorger
□ Yes X No	Screen annually and destroy needed for current business.	
AS INC	-6 -	<i>a</i>
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator GS 550-4 (Revised 1/93)	410-637-1361	May 9, 1994
Figure 1	10 1 10 - 25 - 10 10 10	
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The first state of the second state of the second s	特别数3 第155年,1955年,1955年,1955年	